



## DEPARTMENT OF HEALTH & HUMAN SERVICES

### Public Health Service

Albuquerque Area Indian Health Service  
5300 Homestead Road, N.E.  
Albuquerque, New Mexico 87110

**DHR-AN-01-03**

DATE: July 3, 2001

TO: Division Directors, AAIHS  
Chief Executive Officers, AAIHS  
Director, NAIHS  
Executive Officer, NAIHS  
Division Directors, NAIHS  
Service Unit Director, Cherokee Service Unit

FROM: Acting Director, Division of Human Resources  
Albuquerque Area Indian Health Service

SUBJECT: Standards of Conduct and Related Issuances

This memorandum serves as an annual reminder that as Federal employees, we must observe high standards of honesty, impartiality, and behavior. The HHS standards were published in a booklet entitled "Standards of Conduct" on March 30, 1989 (45 CFR Part 73). Subsequently, HHS published the attached 5 CFR Chapter XLV, Supplemental Standards of Ethical Conduct for Employees of DHHS that covers ethics rules and regulations. Therefore, only the subparts and sections of the booklet entitled "Standards of Conduct" as revised by the Office of the General Counsel on May 2, 2000 remain in effect and are provided as an attachment to this memorandum. The HHS regulations continue to supplement the Standards of Ethical Conduct for Employees of the Executive Branch contained in 5 CFR Part 2635.


The attached regulations are provided as guidance and for distribution to **all employees** in your organization. The following issuances are provided:

<u>Title</u>	<u>Issuance No.</u>	<u>Date</u>
1. HHS Standards of Conduct (Revised)	45 CFR Part 73	05-02-00
2. HHS Supplemental Standards of Ethical Conduct for Employees; Final Rule	5 CFR Chapter XLV	07-30-96
3. Limited Personal Use of Information Technology Resources	IHS Circular No. 2001-04	05-17-01
4. Internet and Electronic Mail Usage	AAIHS Circular No. 00-01	02-28-01
5. Requirements of PL 101-630 and PL 101-647	Employee Info. Sheet	06-30-99
6. Courtesy and Respect in the Workplace Policy	DPM-98-61	11-04-98
7. Sexual Harassment	IHS Circular No. 95-11	05-25-95
8. Misuse of Government Owned/Leased Vehicles	IHS Circular No. 92-16	11-05-92
9. Conduct in Federal Buildings	AAIHS Circular No. 89-04	12-11-89

In addition to observing all generally accepted rule of conduct, the HHS Standards of Conduct specifies that all employees shall be familiar with regulations and published instructions that relate to their official duties and responsibilities and shall comply with those directives. Supervisors are reminded that they are responsible to a large degree for making sure high standards of conduct are maintained and apply the standards to the work they supervise. Additionally, supervisors must take suitable action, including disciplinary action when violations occur. The HHS Standards of Conduct specifies that disciplinary action may be taken against supervisors who fail to initiate disciplinary or corrective action when the facts are known and disciplinary or corrective action is warranted.

This notice along with the attached information will be posted on the Division of Human Resources' website at <http://www2.ihs.gov/aaodhr/>.

Please ensure that all employees under your direction either receive a copy of this memorandum with attachments or that desk to desk routing of same is accomplished. In addition, you should post copies on employee bulletin boards. If you have any questions, you may contact Vince Lujan, Labor Relations Specialist at (505) 248-4516, Ernestine Overfield, Employee Relations Specialist at (505) 248-4515 or your servicing Human Resources Office.

  
for **Martha Aragon**

Attachments

cc: Administrative Officers